

COMPREHENSIVE COMMUNITY PLAN WEBINAR PART 1: HIGHLIGHTS AND OTHER INFORMATION

Upon joining ICJI a year ago, we took a deep look into the documentation and processes that are required of local coordinating councils across the state. Through conversations with coordinators, surveys, listening feedback groups, and internal team meetings, there was a common theme: the process and documentation were difficult to understand, redundant, and onerous.

Another observation was that each of the 92 different counties was on 92 different schedules. In other words, no county was on the same calendar. With having no common calendar, it makes it very difficult to anticipate when CCPs and quarterly reports were going to be submitted.

With having no common calendar, it proved difficult to track every LCCs activities and submissions at the state level. It was obvious that this loosely based calendar was not conducive to enhancing the LCCs efforts to combat substance use. Therefore the division is implementing a common submission calendar for all LCCs, and through the results of the survey we sent out last year, the calendar will begin starting on April 1st.

For a more detailed list of submission dates, please reference the LCC Policies and Procedures Manual that is posted on the ICJI website at <https://www.in.gov/cji/2386.htm>. This link will also lead to Word document templates.

Why a New CCP Format:

- The division noticed that there was no common structure or standard to the old CCP format. It was obvious that the purpose of the document was no longer effective. **The CCP should be a document that gives the LCC life and purpose!**
- Many coordinators voiced their concerns as to how time-consuming it was to complete the plan. When we designed the new format, our number one goal was to create a document that could be completed with ease, and put time back in your day.
- The new format provides a reader with an understanding of exactly what your LCC is doing to address substance use within your community.
- Because our research and planning division helped design the CCP, they will be able to conduct a qualitative analysis of it. No longer will it feel like the CCP is just a document that is submitted, approved, and doesn't see the light of day again.

Vision Statement:

- Vision statements are future-based and meant to inspire and give direction. The vision is about the intended long-term impacts by your organization's work and communicates the purpose of the organization to the community with the inspiration to achieve that purpose.
- ***Most importantly, the vision statement helps to attract and engage passionate, like-minded people within your community.***
- SEE SLIDE 3 for an example

Mission Statement:

- A mission statement is a brief description of an organization's fundamental purpose. It answers the question, "Why does our LCC exist?" By identifying the purpose of your work, an LCC can better understand the goals it should be committed to accomplishing.
- ***Mission statements aren't merely a form of important internal communication or process. They're one of the strongest messages you can send to the public about your organization's purpose.***
- SEE SLIDE 3 for an example

Membership List:

- The membership list is a section of the CCP that has carried over from the old one.
- Essentially, this list should consist of members that are ***actively engaged with the LCC***.
- Things to think about when creating a list:
 - Does this person show up to more than one meeting?
 - Does this person participate in discussions during a meeting?
 - Does this person participate in LCC events?
- LCCs should have diverse coalition membership.
- The Behavioral Health Division encourages that each coalition contains members from the following sectors: youth, parent, business, media, school, youth-serving organization, law enforcement, civic/volunteer groups, healthcare professional, state or local agency with expertise in the field of substance abuse and other organizations involved in reducing substance abuse.
- To provide effective technical assistance and enhance a LCCs efforts, it is essential for us to know the composition of the coalition's membership.

Meeting Dates:

- LCC will list the dates in which they will be meeting for the year.
- This information is important to us so that we know how many times a year a coalition meets as a body. Also, this information will be used by the research team during the qualitative analysis.

Community Needs Assessment:

- Tells your community's readiness to implement prevention, treatment, and justice-related programs to address substance use and misuse, and provides an overview of risk and protective factors.
- Provide information that is relevant to creating a plan, but it also provides a nonmember with an understanding of the make-up, composition, and presence or absence of resources within your community
- Two Parts: (1) Community Profile and (2) Risk and Protective Factors
- Community Profile
 - Provides a ***snapshot*** of your community, NOT an exhaustive list.
 - It establishes an understanding of your knowledge of the local ecosystem and where you may not be aware of efforts in your community so that we at the state can facilitate connections to other partners.
 - ***It does not need to be in-depth and should only cover relevant information that is easily accessible.***
- Risk and Protective Factors
 - *Risk factors* are characteristics at the biological, psychological, family, community, or cultural level that precede and are associated with a higher likelihood of negative outcomes.
 - *Protective factors* are characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor's impact. Protective factors may be seen as positive countering events.
 - There is a non-exhaustive list of risk and protective factor examples on the CCP template.
 - ***You do not need to list supportive data behind this. This is simply information that derives from what the LCC thinks through their collaborative knowledge and perceptions of your community.***

Defining the word “NEW”

In the previous years, a “new” plan was created every three years and an end of year update would be submitted each year between. In this context, the word “NEW” meant the plan would consist of new problem statements, new supportive data, new goals, and new objectives that would form the basis over the next three years.

When discussing the newly designed CCP, the Division is not referring to “NEW” in the same context as above, but rather referring to it as a new format. This new format no longer has a new plan every three years. Rather, the new format is a living document that will require slight changes from year to year. With this new process, the CCP will be a continuously developing document that will change from year to year to reflect the changes, problems, and goals of the coalition. For example, next year an LCC decides to change one of its problem statements to better reflect a trend in the community. With this change, there would need to be updates to the logic model and goals. Even if an LCC keeps the same problem statements, data and goals would need to be modified to reflect a movement towards success. **More information will be provided about this on Part 2 of the Comprehensive Community Plan Webinar.**

Essentially, after submitting the first year of the new format, it will become the roadmap towards your community’s collective goals that are put into action through the LCC.

Information Transferability

There are many thematic similarities between the old CCP format and new CCP format. Therefore, much of the work you have put into your most recent CCP could be transferred over to the new format. Where information is lacking or where gaps are discovered after transfer of information, any gaps can be completed by using meeting minutes, pre-existing discussions, and new focused meetings.

Document Submission Requirements

The requirements that we have listed in the Policies and Procedures Manual are requirements that have been in place for at least five years, according to a 2014 manual and various documents in our files. Because of transitions at state and local levels it is possible that some requirements were neglected. The changes that the Division has made are intended to get LCCs to submit required documentation while decreasing the number of documents that need to be submitted.

There are two distinct differences that are noted when comparing the new requirements to previous requirements. First, we placed every LCC on a common operating submission calendar (April 1st was decided via a survey that was sent to all coordinators in September of last year). Second, we have modified the format of documentation and reduced the number of documents that are required to submit to the Division. Please see the table below.

<u>PREVIOUSLY REQUIRED DOCUMENTS</u>	<u>NEW REQUIRED DOCUMENTS</u>
<ol style="list-style-type: none">1. CCP2. Annual Financial Statement3. Fund Information Document4. Quarterly Reports (QR)5. Meeting Minutes	<ol style="list-style-type: none">1. CCP2. Quarterly Reports (QR)3. Meeting Minutes <p>*The previously used fund information document has bifurcated into the new CCP and QR</p>

The Division understands that a transition with anything can be difficult. We appreciate the work that you have done and will continue to do to strengthen an important part of Indiana’s infrastructure.